

**GOVERNOR'S COMMITTEE FOR THE PURCHASE OF
COMMODITIES AND SERVICES FROM THE HANDICAPPED**

P.O. Box 745
Institute, WV 25112

Minutes

October 10, 2001

F. Ray Power Building, Small Conference Room
West Virginia Rehabilitation Center
Institute, West Virginia

November 7, 2001

ATTENDANCE: Lee Dixon, Member; Linda Maniak, Member; Jack McComas, Member; Dennis Miller, Member; Donna Prunty, Member; Curt Curtiss, Member; Ken Kennedy, Member; Phyllis Cantrell, Guest, Gateway Industries; Steve King, Chris Miller and Craig Greening from WVARF

APPROVAL OF MINUTES: Jack McComas moved that the minutes be approved, and Linda Maniak seconded the the motion; motion carried.

FINANCIAL REPORT: Ken Kennedy reported that the balance of the Committee's budget was \$3,899.79.

REPORT OF CHAIRMAN: No report

REPORT OF EXECUTIVE SECRETARY: No report

REPORT OF WVARF EXECUTIVE DIRECTOR:

1. Steve King gave an update on the draft copy of a letter on state use program utilization. Donna made some contacts and she indicated that the letter is going to be signed with some revisions.
2. The Annual Awards Banquet will be in Bridgeport on October 18. Craig distributed invitations to all of the Committee Members. Steve indicated that a large portion of the Banquet would relate to the State Use Program.
3. Steve updated the Committee on the issue of personnel issues brought to the attention of the Committee by Goodwill Industries of Kanawha County. He indicated that he had met with an attorney who is familiar with such issues. She will be providing training on such issues as part of the WVARF Quarterly Training in October. It was recommended by the lawyer that WVARF representatives inform its insurance carrier, the State Board of Risks, of the Association's involvement concerning the Goodwill issues. This was done.

OLD BUSINESS:

1. **Gross Revenues/Aged Receivables:** Chris Miller indicated that WVARF is in good shape as compared to previous years, and they would continue with the policies that worked in the past.

Chairman: Lee Dixon

Members: Linda Maniak, Ken Kennedy, Jack McComas, Donna Prunty, Dennis Miller

Ex Officio Members: Curt Curtiss, Executive Secretary, Stephen R. King, Executive Director, West Virginia
Association of Rehabilitation Facilities

- The gross revenues from WVARF contracts for August 2001 were approximately \$773,255.
- Aged Receivables 61 days and over were 9.25% or \$85,357.

Steve King indicated that they had 10 million in sales over the last year, but would probably be looking at substantial reductions in this fiscal year due to loss of some contracts.

2. **P-Card Transaction Limits:** Chris indicated that WVARF would probably have recommendations for the Committee at the next meeting.
3. **Annual Report Update:** Steve indicated the Annual Report hopefully would be in final form by the next meeting.
4. **Mountaineer Challenge Academy:** The issues are not totally resolved. Curt Curtiss has met with the auditors and Department of Education. The problems have temporarily been resolved, but parties are sure how to solve the long-term problems.
5. **Full Service Lease Proposal:** A DHHR janitorial contract in Taylor County is up for consideration by landowner. It is hoped it will be handled as was the Jackson County contract. WVARF/State Use services were retained there.

NEW BUSINESS:

1. **CONTRACT COMPLAINTS:** There was one minor complaint involving a Berkeley County contract. It was resolved favorably.
2. **CONTRACT PRESENTATIONS:**

Craig presented four new contracts and two renewals for Committee approval. Linda Maniak moved and Ken Kennedy seconded the Committee accept the contracts as presented; motion carried.

New Contracts:

1. Non-reoccurring State Use Projects Report
2. IS&C Mail Center
3. DOH - District 2 warehouse
4. DRS – Upshur County Field Office

Renewals:

1. Bottled Water
2. DOE – Data Entry

REMINDER:

Following are the dates of 2001 meetings:

November 14, 2001

NO MEETING IN DECEMBER

ADJOURNMENT: Given no further business for discussion, Jack moved to adjourn the meeting; Ken seconded the motion; motion carried.